

## **ED Records Schedule**

**SCHEDULE LOCATOR No.:** 163

**APPROVED DATE:** 04/26/2010

**TITLE:** Information Collection Requests and Reports

**PRINCIPAL OFFICE:** Department-wide

**NARA DISPOSITION AUTHORITY:** N1-441-09-10

### **DESCRIPTION:**

Includes records related to the Information Collection (IC) Request submissions generated as a result of the Paperwork Reduction Act of 1995, which requires each Federal agency to obtain Office of Management and Budget (OMB) approval of its information collection activities, such as those involving surveys, questionnaires, performance reports, grant applications, focus groups, website collection, telephone interview, etc. and paperwork control functions. Also included is the Education Information Collections System (EDICS), which is a web-based system used by the Department to submit and manage its information collections clearance process.

### **DISPOSITION INSTRUCTIONS:**

#### **a. Information Collection Requests and Reports**

Records include, but are not limited to, the IC Requests submissions, including OMB-83-I and other requests packet documentation; change, extension and discontinuation worksheets; IC Log Sheets; published Federal Register notices; notices of action, change, extension or discontinuation; guidance provided by analyst to programs; correspondence, statistics, comments from ED, OMB and the public and other records relating to the justification of the information collection and its approval by the Department and OMB.

#### **TEMPORARY**

Delete/destroy 7 years after approval or disapproval of request.

#### **b. Information Collection Budget Files [GRS 16, Item 12]**

Reports required by the OMB under the Paperwork Reduction Act of 1995 about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations.

#### **TEMPORARY**

Destroy 7 years after submission of report to OMB.

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### c. **Education Information Collections System (EDICS) Master Data Files**

This is a web-based system that supports the submission and processing of information collections and manages the information collections clearance process.

#### **TEMPORARY**

Delete/destroy 7 years after approval or disapproval of request.

**IMPLEMENTATION GUIDANCE:** Follow the disposition instructions in ED 086 Information Systems Supporting Materials for system software; input/source records; output and reports; and system documentation.

#### **ARRANGEMENT / ANNUAL ACCUMULATION:**

#### **PREVIOUS NARA DISPOSITION AUTHORITY:**

#### **SPECIFIC LEGAL REQUIREMENTS:**

5 C.F.R. § 1320

44 U.S.C. § 3504

Privacy Act of 1974, as amended

Government Paperwork Elimination Act, Title XVII of Pub. L. 105-277 (1198)

E-Government Act of 2002, Section 208

#### **SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Compliance